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[REDACTED] SUPPORT OFFICERS' MEETING  
1 April 1964  
DD/S Conference Room

1. Those present:

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[REDACTED]

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2. [REDACTED] discussed the following topics:

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a. [REDACTED] has been designated to receive the Annual Civil Service League Award. The same award was presented to Mr. Kirkpatrick in 1960, to Dr. Sherman Kent in 1961 and to Mr. Lundahl in 1963. The award will be presented at a dinner to be held at the Sheraton Park Hotel on 14 April at 7:30 p.m. Tickets to the dinner will cost \$10 each. Reservations will be made by the Office of Personnel. Please let me know on or before 3 April the names of DD/P personnel who would like to attend.

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[REDACTED]

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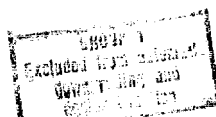
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c. [REDACTED] advises that a Commo Equipment Briefing on Short and Long Range [REDACTED] gear is available now and that two sessions have been set up in April. [REDACTED] would like to know if employees, who have a true interest in this subject, would like to attend.

d. The DD/P initiated a proposal that time away from duty for Home Leave, travel and TDY be limited to a total of 60 calendar days. This proposal was considered by the Personnel Advisory Board on Monday and was unanimously endorsed by the Board. The publication announcing the policy has been drafted and is being forwarded to DD/S this afternoon for submission to the DDCI for approval. The publication will permit operating officials to make exceptions in justified cases. Director

SECRET

25 YEAR RE-REVIEW



of Personnel approval will be required if a component wants to issue a more restrictive policy.

e. The Director of Personnel advised that 69 per cent of the Fund Drive envelopes had been returned and that to-date \$23,000 had been donated for Health Agencies and \$14,000 for Joint Crusade. Since the drive is over now, we should make sure that all employees charged to our components are accounted for to the Office of Personnel.

f. The first running of the Supervisor's Briefing will be held on 10 April--for DD/S components only. The briefing will start at 0900 and carry on until 4:00 p.m. Included will be the one hour Security Reindoctrination Lecture so those individuals attending the Supervisory Briefing will not have to attend the Security Reindoctrination Lecture. All GS-14's and above, and anyone else charged with supervisory responsibility, will attend. The morning portion will be lectures by the Deputy Director for Support, Director of Personnel, Director of Security, Director of Finance and Chief, Medical Staff. The afternoon session will be a panel to answer questions composed of the Executive Director, Deputy Director for Support, Director of Personnel and Director of Finance.

g. General Carter will return on 6 April.

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h. The WH Station Chiefs Conference will be held at  on 14, 15, and 16 April.

i. The DD/P objected to the proposed Special Fitness Report form for supervisors and was supported by DD/S when the subject was discussed with the Executive Director. As a result, the use of the form is to be held in abeyance for six months during which time the Director of Personnel will review fitness reports to see whether coverage of "Supervisory Ability and Executive Potential" is being adequately covered.

j. The parking violations for one day last week were:

Forged permit	-	1 (\$25)
Lost permit	-	10
Obsolete permit	-	3
No permit	-	465
No permit	-	467
Unauthorized parking area	-	21
Wrong lane	-	111

One senior official sent his secretary to handle his ticket, and we are advised that the Commissioner took a very dim view of this procedure.

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k. [ ] sent a memorandum to Divisions and Staffs 20 March regarding more prompt response to Signal Center requests for proper distribution for cables. When we don't react, they must make up their own minds which DD/P does not want.

1. Department of State has sent a cable to all posts stating that first class air accommodations can be used only:

- (1) By Ambassadors or Chiefs of Missions;
- (2) When less than first class is not available and a delay would not permit accomplishment of the individual's mission;
- (3) When travel is for medical reasons and the comfort of the individual dictates use of first class accommodations.

Colonel White plans to discuss this subject with Mr. Porter or Mr. Crockett of the State Department in the next two days. Pending a decision as to whether the Agency will follow the same policy, we should hold up issuance of the travel regulation amendment now in process.

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